

Staff Report

To: Mayor and Town Council
From: Tammi Ledley, Town Manager
CC: Public Works Superintendent, Public Works Assistant Superintendent, Police Chief, Police Lieutenant, and Town Hall Staff
Date: January 13, 2020
Re: January Staff Report

1. Downtown Revitalization Project:

The project is on schedule to be completed by December 2020 pending any unforeseen conflicts or any additional work that is outside the scope of the original contract. Depending on weather conditions, the completion of the remaining portion of the permanent road may not occur until the Spring of 2021.

C.J. Miller demolished the old sidewalks from Shiloh Avenue toward Gill Avenue on the southbound lane. Crews were able to pour new sidewalk to approximately 1120 South Main Street before the weather became too cold. The remainder of the removed sidewalk up to Gill Avenue was covered with asphalt. They will begin pouring sidewalk and building the two remaining retaining walls in the Spring.

The Main Street traffic signals at the intersections of North Woods Trail and Lower Beckleysville have been converted to the new signals. The electronic pedestrian crossing signs and sensor cameras have been activated. The old signals have been removed, except for the foundations. Preparations for the installation of the new traffic signals at the intersections of Gill Avenue and Route 482 have begun.

The new meter boxes for the lamp posts have been shipped. They will be installed immediately upon arrival and BGE will be scheduled to bring power to these boxes for the unlit lamp posts.

During the winter months, crews will continue to work on demolishing old sidewalks on the northbound lane up to Farm Woods Lane. Once this is completed, they plan to switch to the southbound lane and travel South. The subbase of the sidewalk will be finished with stone and then covered with asphalt. This work can continue as long as stone is available from the quarry. Depending on the weather and temperature, there may be times during the winter months when crews are not working on Main Street. They do not anticipate working in the heart of downtown between Gill Avenue and Upper Beckleysville until Spring.

2. **Meetings:** The Town Manager continues to have discussions with Carroll County Staff about our residential developments and proposed business developments. We have received a higher than usual amount of calls seeking information about properties for sale on Main Street.
3. **Business Expo:** The 4th Annual Hampstead-Manchester Business & Community Expo will be held at Manchester Valley High School on Saturday, March 14th from 9am to 2pm. The Town will be staffing a table. Council members are welcome to join us.

4. **Finance Department:** Cheryl is working on calendar year end closeout. She is preparing W-2's, 1099's and 1095's (ACA reporting), updating the payroll system with 2020 tax rates, and updating payroll with new leave balances.
5. **Well # 36:** Mid-Atlantic Utilities continues to work on the new 4" raw water line and electrical conduit to connect well #36 to pump house #17. Last week, the new conduit and water line were installed from the pump house to the edge of road. This week, work began in the shoulder of Upper Forde Lane and they are working south towards Farm Woods Lane. Well #36 is the last well to be connected to our new pump house. Once connected, we will update sampling requirements and work with MDE to get the Certificate of Potability. In addition, Micro-Tech will need to run an electric line from the pump house to the well and SCADA controls.
6. **WRCC:** The Water Resource Coordination Council (known as WRCC) consist of representatives from the County and all eight municipalities. Our five-year agreement for the cost-sharing of stormwater mitigation projects has expired. A new draft permit from MDE is needed to create a new contract but has not been received. The current WRCC contract will be extended for one year, using the same dollar amounts as the last year of the five-year contract.